June 14, 1995

TO ALL FIELD SALES PERSONNEL

SUBJECT: COMPANY VEHICLES

The costs to operate our fleet of Company cars continues to escalate rapidly. One area of particular concern is accidents. Last year we initiated a Safe Driver Training Program as an important first step. In reviewing the detailed analysis of the accidents, we average about 500 to 600 accidents per year, and over 40% of the accidents are our drivers' fault. Our insurance premiums and repair costs average $4,500 per accident. Our liability and physical damage budget is 3.2 million dollars. The numbers are both sizable and alarming.

We all realize accidents are going to happen because we cannot be responsible for what another driver does, however, we are 100% responsible for what we do. The Safe Driver Training Program was developed to help improve driver awareness, reduce accidents and personal injuries. Each of us must accept personal responsibility and accountability for our actions. Therefore, effective July 1, 1995, each Field Sales employee assigned a Company vehicle or driving a Company vehicle will be charged a $250 deductible for each chargeable accident where we are at fault. If an employee is in an accident and the other driver is at fault, there will continue to be no charge.

Fleet Operations will have the accountability of reviewing accident reports, police reports, and notifying Field personnel that are at fault and collecting the deductible.

The bottom line is that I am asking each individual to accept the personal responsibility to drive safely, your support and help in this area is greatly appreciated.

Sincerely,

Jim

Jim Maguire
Senior Vice President Sales

cc: Area Vice Presidents

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Source: https://www.industrydocuments.ucsf.edu/docs/gnjy0000